

JOB DESCRIPTION

Casual Learning Facilitator

PURPOSE OF THE ROLE

The National Justice Museum is a leading public legal education organisation, delivering in-court learning to 30,000 young people nationally every year. We enable all key stages to learn about the court system, careers within it, how the law surrounds and supports society, and how to be an effective citizen. Our award-winning learning workshops for schools and education groups are facilitated with a consistently high standard of knowledge and customer care, ensuring learning objectives are met. Over 50% of schools and colleges return year on year.

Our north team is currently expanding its programmes and is now looking for a Casual Learning Facilitator who can deliver outstanding and inspirational learning sessions to school audiences as part of our formal learning programme. Working closely with the Learning Officer and Manager, you will deliver in-court mock trials to all key stages across an increasing number of venues across the north. Venues include museums, universities, outreach into schools and working courts across the region.

We are looking for someone who has the skills to be able to deliver to a wide range of ages and stages. one session you might be exploring how the law could be applied to Goldilocks and the next you might be delivering a murder trial to a group of GCSE students.

Experience of working in museums it is not essential but ideally you will have experience of teaching or delivering workshops. Most important will be your ability to communicate sometime complex information effectively to a wide range of learners.

On-going training will be provided which will include initial shadowing and supported delivery before you lead activities independently. As your skills grow, you will be offered opportunities to deliver other parts of our learning programme, which might include 'On Tour,' our programme delivering special event weeks in working courtrooms across the north which is supported by judges, or costumed delivery in our outreach programmes. Should you be required to travel beyond the Manchester area to deliver sessions, travel and subsistence costs will be paid.

SALARY

£11.44 per hour

RESPONSIBLE TO

Learning Manager

HOURS

Casual hours throughout the week (Mon – Fri, term time only)

LOCATION

Delivering educational sessions at various venues initially in Manchester and occasionally at venues throughout the north

PRINCIPLE DUTIES

- Facilitate learning sessions with groups of young people at various venues throughout the north
- Be responsible for preparing and clearing up learning spaces before and after each session
- Record details of each visit in accordance with National Justice Museum's procedures
- Liaise with volunteers and legal professionals who attend sessions
- Maintain an excellent standard of customer care at all times
- Ensure a safe, clean, secure environment exists at all times with the highest of standards for all users across all National Justice Museum sites, ensuring all working spaces are clean and presentable at all times
- Provide health and safety information to schools, colleges and other groups
- Positively promote the organisation and its core aims and objectives
- Foster at all times positive relationships with teachers, education groups and members of the public
- Undertake paid initial and ongoing training where necessary
- Undertake any other necessary duties which are relevant to the role
- Positively promote the National Justice Museum and its core aims and objectives with existing and new contacts
- Ensure all legal requirements are adhered to, including Health and Safety, Risk Assessments, Child Protection, and Insurance
- Any other daily duties which are relevant to the role

We aim to include everyone's voice in our programme, as an equal opportunities employer we are eager to develop a workforce that represents the makeup of the city to better represent and learn with our visitors.

To apply: send your up-to-date CV and a covering letter or record a video application illustrating how your experience and skills meet the criteria in the person specification below to kath.downs@nationaljusticemuseum.org.uk If you have any questions about the role, please feel free to message Kath.

Closing date: Sunday 25th August 5pm. Interviews will take place on the week commencing 2nd September 2024.

Due to the nature of the Casual Learning Facilitator role a DBS Enhanced Disclosure will be requested in the event of a successful application.

Appointment will be subject to two satisfactory references.

PERSON SPECIFICATION

Casual Learning Facilitator

E-Essential

D=Desirable

Experience of delivering learning sessions to audiences whether paid or voluntary in a museum gallery or educational setting	E
Enthusiastic and engaging, with experience of working effectively with different audiences and needs	E
Experience of working within a school, educational or cultural organisation to deliver audience appropriate engagement activity and workshops	E
Knowledge and understanding of the need to adapt programmes and sessions according to the audience	E
Ability to communicate with teachers and partners in promoting and representing NJM learning programme	E
Able to work with a variety of ages, backgrounds and abilities and be sensitive to cultural learning experience and how this might affect engagement	E
Passionate about creative and cultural learning and making the collections of a heritage site accessible	D
Familiar with guidelines for risk assessments, health and safety and child safeguarding	E
Experience or ability of handling objects to support session delivery	D
An interest in the arts/heritage/culture or the law	D
Work flexibly and be able to work on your own initiative as well as working with a wider team	E